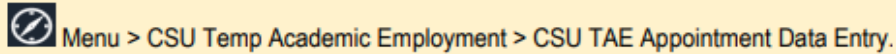


CHRS Guide: Enter TAE Appointment Data – Revision Mid Process

1. Navigate to CSU TAE Appointment Data Entry.



2. Use search criteria, EE Group 01, to find the faculty to revise. If you have multiple areas, you can use Dept ID to view faculty by programs.

Search Criteria

Business Unit: Channel Islands Business Unit
 EE Group: Lecturers
 Empl ID: Dept ID: Term: Job Code: Lookback Dt:

3. In the appointment data entry page, you will find the employee that needs a revision in the following ways.

Scenario: Revise the data entry before the appointment notification.

Search Criteria

Business Unit: Channel Islands Business Unit
 EE Group: Lecturers
 Empl ID: Dept ID: Term: Job Code: Lookback Dt:

Data Entry (Lecturer Group)

*Empl ID	Empl Rod	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EffDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?
100042498	2	0	Claire Beauchamp	Active	CICMP	10012734	2358	2	4,530.00	303750	Math	2238	1	006			08/17/2023	12/15/2023	12/15/2023	3.000000000	0.200000		908.00	5,438.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scenario: Revise the data entry after the appointment notification ("Revision" appears in Other Action).

Search Criteria

Business Unit: Channel Islands Business Unit
 EE Group: Lecturers
 Empl ID: Dept ID: Term: Job Code: Lookback Dt:

Data Entry (Lecturer Group)

*Empl ID	Empl Rod	Eff Seq	Name	Empl Stat	Business Unit	*Position Nbr	Job Code	*Grade	*Base Rate	Dept ID	Description	Term	Session	*Appt Type	Other Action	Adjust	EffDt	End Date	*Multi Term Date	*WTU	*FTE	*Entitlement	Actual CompRate	Term Rate	Unconditional	REH Annuity	Ready?	
100042498	2	0	Claire Beauchamp	Active	CICMP	10012734	2358	2	4,530.00	303750	Math	2238	1	006	Revision			08/17/2023	12/15/2023	12/15/2023	3.000000000	0.200000		908.00	5,438.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Make necessary correction and select "Ready".
5. Click Save & Submit for approval.